

Foreign National Student Intern Program (FNSIP) Spring 2014

OPEN TO: All Interested University Students

OFFICES:

- A. **Kaohsiung**
 - 1. Executive Office
 - 2. Public Diplomacy Office
- B. **Taipei**
 - 1. Agriculture Trade Office
 - 2. American Citizen Services Office
 - 3. Financial Management Office
 - 4. Public Diplomacy Office
 - 5. Chinese Language School in Yang-Ming Shan
 - 6. Economic Office
 - 7. Commercial Office

OPENING DATE: December 16, 2013

CLOSING DATE: January 10, 2014

WORK PERIOD: March 2014 to June 2014
The exact internship periods and the hours per week are not fixed and will be arranged between the individual intern and the section. Please do not forget to discuss your work schedule during interview. Certificate of Internship will only be issued for those students who complete at least 2/3 hours of the program.

COMPENSATION

There are no benefits, compensation, nor any future employment rights attached to this internship. However, students would gain valuable experience in various areas of U.S. Mission, and possible academic credit that your schools may consider to award.

ELIGIBILITY

Successful applicants must be:

1. Taiwan citizens

2. 18 years or older
3. Active students with at least two years of university studies (i.e. junior, senior or graduate students)
4. In good academic standing and have their school's endorsement
5. With an agreement from current schools

Note: U.S. citizens are not considered eligible for this student intern program.

DUTIES AND QUALIFICATIONS

A. Kaohsiung (3 students)

1. **Executive Office.** Assisting Consular, Economic, Political and Public Affair Sections with public information sheets preparation; Event preparatory work; Gathering information for economic and political reporting; Translation. Must be studying actively towards a degree in Political science, English, International Relations, Journalism, Business, or Public Relations. Must have strong English and Chinese abilities. Microsoft Office Suite skills are required.
2. **Public Diplomacy Office.** Assisting with social media outreach and information sharing activities; Updating content; Program preparatory work. Must be studying actively towards a degree in Political Science, English, International Relations, Business, or Public Relations, Multimedia/Graphic Design, Computer Science, Information Management, or Communications. Must have strong English and Chinese abilities, Microsoft Office Suite skills are required.

B. Taipei

1. **Agriculture Trade Office (4 students).** Assisting with marketing and promotional activities; Drafting non-sensitive English language correspondence; Organizing trade missions; Documenting information sources for official reports. Academic background in general business or international affairs required. Must have good English and Chinese abilities. Microsoft Office Suite skills are required.
2. **American Citizen Services Office (1 student).** Assisting with intake new applications for passports, notaries, and Consular Reports of Birth Abroad; Data management; Assisting with special cases, such as arrest, destitution and repatriation, death, etc. Must have very strong English listening/speaking abilities. Good computer skills are essential.
3. **Financial Management Office (1 student).** Assisting with daily routine work such as assigning accounting codes, processing purchase requests, petty cash reimbursements and leases payment; Reviewing monthly financial reports;

Voucher preparation; Administrative work. University students from business college with at least one-year of Accounting Principles study. Good English and Microsoft Office Suite skills are required.

4. **Public Diplomacy Office (3 students).** Assisting with organizing and executing public diplomacy programs and activities at American Corners; Helping search and maintaining database; Supporting outreach efforts; Helping plan and execute press conferences; Assisting in drafting responses to media inquiries; Monitoring social media sites; Developing content for social media sites. University students studying Liberal Arts, Political Science, History, Education, Art, Management, Communication, Library Science, or related field. Good Chinese and English abilities. Microsoft Office Suite skills are required.
5. **Chinese Language School (3 students).** Selecting/Summarizing/Categorizing Chinese news articles and videos online that can be used for Chinese reading study/practice. May be asked to be interviewees (in Chinese) on topics from the texts and video/audio selected, to provide thematic listening comprehension material in Taiwan Mandarin. Academic background in language education, applied linguistics or journalism. Good Chinese and some spoken English abilities are required. Microsoft Office Suite skills are required.
6. **Economic Office (1 student).** Research and write in English on Taiwan economic policy developments. Accompany AIT officials to meetings with government contacts to deepen AIT's understanding of Taiwan's economic policy. Other duties may be assigned by the supervisor. Academic background in Economics, Political Science, International Relations, Development, History, Sociology, or similar field required. Good Chinese and English abilities. Microsoft Office Suite skills are required.
7. **Commercial Office (2 students).** Following Taiwan's developments in specific market sectors and briefing Commercial Officers and Specialists on those developments; Undertaking research for, and writing, major market opportunity reports, published and maintained by the Department of Commerce; Conducting business analysis; Assisting in developing and launching new Commercial Section products, including web site design; Assisting with trade conferences and events. Academic background in Economics or trade related field. Good English and Microsoft Office Suite skills are required.

HOW TO APPLY

Application should include:

1. Application form ([click here](#) for PDF file, [click here](#) for WORD file)
2. Statement of Interest ([click here](#) for PDS file, [click here](#) for WORD file)

3. Letter of Permission (issued by current Department Office or professor)
4. Official transcripts (in English)

E-mail your questions and application to taipeiait-hro@state.gov by 05:00 p.m. Friday, January 10, 2014. You shall receive an auto-reply from the system, if your submission is successful.